



**Vacancy Announcement**  
**Electrical Code Official**  
**Open until filled**  
**Salary: \$40,416.48 (increase after probationary period)**

The City of Wheeling is in search of its next Electrical Code Official. Under the immediate direction of the Code Official and general direction of the Director, Building and Planning, the Electrical Code Official will serve and support the continued facilitation of residential, commercial and industrial inspections. The Electrical Code Official will support the City's administration in the following ways:

- Responsible to inspect all electrical work, including residential, commercial and industrial work, done in the City of Wheeling to ensure compliance with the National Electrical Code.
- Approve or redirect work, provide information to contractors and explain requirements and restrictions associated with ongoing projects and/or works.
- Address building/electrical inspection concerns and/or problems within the Code Official's rendered interpretation of the respective code.
- Assists with the responsibility of file maintenance of official records of projects to ensure file represents current construction status.
- Assists Code Official in issuing electrical permits and stop work orders for non-compliance.
- Assists in the review of applications and proposed construction documents and drawings for compliance to the City's Building Code and Accessibility requirements.
- Assists Code Official with preparing of reports and review of electrical drawings.
- Assist and complete general building inspections if needed.
- Other duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- Certification as an ICC electrical Inspector will be obtained after hire, if not presently certified.
- Standing as a Master Electrician preferred.
- Successful candidate will be provided six (6) months from the date of hire to successfully pass the first exam in a series of exams required for the state of West Virginia. All exams must be completed with passing score within two (2) years of hire. Employment will remain contingent upon such exam passage.
- A valid driver's license is required

The following knowledge, skills and abilities are preferred as a successful candidate for this role:

- Knowledge of and skill in interpretation and application of Electrical and Building Codes.
- Skill in establishing and maintaining effective working relationships with internal and external stakeholders including: other members of the building and planning team, City personnel and contracts/members of the general community.
- Skill in planning, organizing, and coordinating an independent work schedule.
- Ability to maintain detailed records and files.
- Skill in organizing and prioritizing workload and managing multiple projects at the same time.

This is a noncompetitive, exempt position.

Interested applicants can apply by contacting:

City of Wheeling  
Office of Human Resources  
1500 Chapline Street, Suite 301  
Wheeling, WV 26003  
304-234-3694  
[humanresources@wheelingwv.gov](mailto:humanresources@wheelingwv.gov)

***The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.***